



TRANSPORTATION COORDINATOR

Job Code: 3003

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: 0016

NATURE OF WORK

Perform highly responsible staff work in the planning and coordination of the various phases of the City's transportation program. Perform a variety of administrative and/or field duties relative to the identification of transportation problems, evaluation of alternative solutions, evaluation of program or projects effectiveness, and management of technical support functions. This involves conducting corridor studies; performing project feasibility testing; and performing program and project research, planning, design, budgeting, scheduling, implementation, monitoring, and technical analysis for surface transportation projects and public transit plans, including five year capital programs.

Facilitate the addition of new and the completion of existing transportation/transit projects by providing liaison between the City and various Federal, State, Regional, County, and local agencies including the Metropolitan Planning Organization (MPO).

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Recommends TIP project priorities to City Administration; identifies possible sources of funding (federal, state, county) and determines eligibility; and coordinates TIP project development with other City projects being proposed for the same area
- Serves as the City's representative to the MPO; examines agendas and selectively attend the following MPO meetings: (MPO Governing Board, TIP Development Committee, Transportation Planning Council (TPC), Transportation Plan Technical Advisory Committee (TPTAC), Citizens Transportation Advisory Committee (CTAC)); and coordinates with other agencies and/or officials involved in the MPO process, such as County Commissioners representing Miami Beach, FDOT, Dade County, other cities, etc.
- Serves as City's liaison with FDOT, Dade County Public Works and MDTA; works closely with the East-West Corridor Project (light rail to Miami Beach) personnel and consultants; and works closely with MPO, FDOT, and MDTA regarding the City-proposed development of an interim busway system for South Beach, to serve present needs and promote ridership development in the loop being proposed for rail service
- Collects data and assists in Roadway Classification Efforts and in other ongoing efforts that may impact eligibility criteria and the City's ability to participate in the MPO process
- Assists in seeking that streets are kept in the appropriate Highway System Classification
- Serves as the City's liaison, attend all meetings, work closely with the following committees and make sure their adopted recommendations and programs are taken into account by the City, when feasible (South Beach Transportation Management Association, as alternate Executive Board member. - Transportation and Parking Committees of the City and Chamber of Commerce, as Transportation Coordinator - Chamber of Commerce Bikeways Committee, as Bicycle Coordinator.)
- Performs needed research and prepares Commission Memoranda, Resolutions, Letter to Commission, for consideration and action
- Performs needed research, prepare letters, memos and reports to be signed by the City Manager or Senior Assistant City Manager (supervisor)
- Responds to requests for information by residents/general public, by letter, phone, or in person
- Reads transportation/transit journals, plus reports, studies, and proposals from various sources and informs/advises City Administration if any follow up or response is needed
- Works closely with the consultants in the development of the Miami Beach Transportation Development Plan (TDP)
- Attends evening/weekend meetings and workshops, as needed

- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of current theories, literature, resources, and methodologies in the field of transportation planning, economic development and community development
- Thorough knowledge of theories, principles, and practices of management, organizational analysis, and management by objectives
- Thorough knowledge of policies and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting and of governmental financial systems and statistics, especially the Community Development Block Grant Program and other related economic and community development programs
- Thorough knowledge of principles and procedures of research techniques, sources, availability of current information, analysis, and presentation of data
- Considerable knowledge of relevant Federal, State, and Local laws, rules, and regulations pertaining to fields of specialization
- Considerable knowledge of the City's policies, procedures, goals, and objectives and of the organization, functions, activities, and interrelationships of the City sectors and those of other municipalities
- Knowledge of sound public relations and marketing techniques for promoting and advancing transportation development objectives and the ability to make effective presentations in a group or individual setting
- Ability to develop programmatically valid and fiscally sound transportation development financing programs
- Ability to use sound judgment and discretion in devising, installing, and interpreting City policies, procedures, rules, and regulations
- Ability to identify, analyze, and increase the efficiency and effectiveness of departmental operations and interrelationships

MINIMUM REQUIREMENTS

- Graduation from an accredited college or university with a degree in Planning, Transportation or related field
- Extensive, progressively responsible experience in the management and direction of a transportation or planning department or program
- Experience can substitute for education on a year-for-year basis

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed with little direct supervision and with extensive latitude for the use of independent judgment
- General direction is received from an Assistant City Manager for adherence to City policies and attainment of desired goals and objectives through personal conferences and review and reports of operations

SUPERVISION EXERCISED

- None